

## Low Income Taxpayer Clinics (LITCs) 2011 Interim and Year-End Report

### Name of Clinic

**Reporting Period** ☐ Interim Report - January 1 through June 30, 2011 or ☐ Year-End Report - January 1 through December 31, 2011

**Report Type** ☐ Original Report or ☐ Amended Report

**Clinic Type** ☐ ESL Clinic ☐ Controversy Clinic ☐ Both

Does the organization have a *pro bono* panel ☐ Yes ☐ No

Does the organization provide CLE or CPE tax law training ☐ Yes ☐ No

Does the organization have a U.S. Tax Court agreement ☐ Yes ☐ No

<b>Part I. ESL Activities</b>		<b>(i) Interim Report</b>	<b>(ii) Year-End Report</b>
1	Enter the number of outreach activities conducted during the reporting period.		
	a. Enter the number of ESL taxpayers who attended outreach activities during the reporting period.		
2	Enter the number of Educational Workshops conducted during the reporting period.		
	a. Enter the number of ESL taxpayers who attended Educational Workshops during the reporting period.		
3	Enter the number of CLE or CPE Sessions held to recruit pro bono panel members.		
4	Enter the number of direct contacts or one-on-one consultations with ESL taxpayers during the reporting period.		
5	Enter the number of radio or television advertisements / appearances and newspaper articles during the reporting period.		
6	Enter the number of ESL taxpayers referred for controversy representation during the reporting period.		
<b>Return and Other Tax Form Preparation Activities</b>			
7	Enter the number of returns that were ancillary to ESL outreach and educational activities. (If providing ESL and controversy services and the preparation of a return is directly related to a controversy, do not count any such return here. See Part II, Line 11)		
8	Enter the number of Individual Taxpayer Identification Number (ITIN) applications prepared during the reporting period that were ancillary to ESL outreach and educational activities. (If providing ESL and controversy services and the preparation of an ITIN application is directly related to a controversy, do not count any such return here. See Part II, Line 12)		



**If your clinic is ESL only, DO NOT complete any other portion of this form for the reporting period.**

<b>Part II. Controversy Activities</b>		<b>(i) Interim Report</b>	<b>(ii) Year-End Report</b>
1	Enter the number of cases that were worked in the previous year that remained open as of <b>January 1, 2011</b> .		
2	Enter the number of new cases opened during the reporting period. I For the <b>Year-End Report</b> , enter the total number of new cases opened from January 1, 2011 through December 31, 2011.		

Part II. Controversy Activities <i>(continued)</i>		(i) Interim Report	(ii) Year-End Report
3	Total number of open cases. I For the Interim Report add lines 1i and 2i. I For the Year-End Report add lines 1i and 2ii.		
<b>For the number of cases reported on line 3 above, complete lines a through h for the reporting period.</b>			
	a. Enter the number of cases where the taxpayer's income exceeded 250% of the poverty level during the reporting period.		
	b. Enter the number of ALL issues addressed during the reporting period. This line should equal <b>line 36</b> on Form 13424-B, Supplemental Issues		
	c. Enter the number of cases where a petition was filed in the U.S. Tax Court.		
	d. Enter the number of refund suits filed in a U.S. District Court or the U.S. Court of Federal Claims.		
	e. Enter the number of cases where the clinic is working a bankruptcy issue with a tax issue.		
	f. Enter the number of controversy cases opened for ESL taxpayers.		
	g. Enter the number of cases where the clinic entered into a representation agreement and referred the case to a qualified <i>pro bono</i> representative.		
	h. Enter the number of cases referred to TAS.		
4	Enter the number of cases closed during the reporting period.		
5	Enter the number of consultations during the reporting period that did not result in representation.		
6	Enter the number of informal consultations in the U.S. Tax Court during the reporting period.		
7	Enter the number of informal consultations in a U.S. District Court or the U.S. Court of Federal Claims during the reporting period.		
8	Enter the number of consultations that <b>did not qualify</b> for clinic services but were referred to appropriate alternatives such as state bars during the reporting period.		
9	Enter the number of state tax matters handled during the reporting period that were related to a controversy case.		
10	Enter the number of taxpayers assisted during the reporting period, including those for whom cases were not opened.		
	a. Enter the number of taxpayers who attended a workshop and as a result became a controversy client.		
<b>Return and Other Tax Form Preparation Activities</b>			
11	Enter the number of tax returns (including amended returns) that were prepared by the clinic during the reporting period that were directly related to a controversy. (If providing ESL and controversy services and the preparation of a return is ancillary to ESL outreach and educational activities, do not count any such return here. See Part I, Line 7).		
12	Enter the number of ITIN applications prepared during the reporting period that were directly related to a controversy.		
<b>Publicity and Outreach Activities</b>			
13	Enter the number of outreaches conducted during the reporting period.		
14	Enter the number of CPE or CLE Sessions held to recruit <i>pro bono</i> panel members.		
15	Enter the number of radio or television advertisements / appearances and newspaper articles during the reporting period.		

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## Instructions for the 2011 Low Income Taxpayer Clinics Interim and Year-End Report Form

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**Note.** When submitting your Interim or Year-End Reports package, this form is part of the Program Narrative.

Under unusual circumstances, clinics may request an extension of time to submit the Interim Report package or the Year-End Report package. Requests for an extension must be submitted in writing with a detailed explanation. Requests should be sent by e-mail to the clinic's assigned analyst in the LITC Program Office prior to the due date of the report. Once received, the analyst will ask the Director of the Low Income Taxpayer Clinic Program to review it and make a determination. If the report is received by the approved extension date, it will be considered timely.

**Note.** Failure to timely submit required reports to the LITC Program Office may result in freezing of funds, reduction of future funds, or termination of the grant.

### Purpose

This form is designed to capture the work the clinic has performed during the reporting periods. This form must be completed by both ESL and Controversy clinics. The LITC program requires clinics to submit two reports during a grant cycle - an Interim report and a Year-End report. These reports are used by the Program Office to determine the effectiveness of LITC operations by reviewing services provided to low income taxpayers and ESL taxpayers.

**Note.** Interim and Year-End Reports (including this report form contained) may be released under the Freedom of Information Act (FOIA). In response to a FOIA request, the LITC Program Office will release these reports after appropriate redactions to ensure confidentiality of taxpayer information.

### Reporting Requirements

**ESL Clinics.** If your clinic has been funded for ESL activity only, complete Part I of the form.

**Controversy Clinics.** If your clinic has been funded for controversy activity only, complete Part II of the form.

**Both ESL and Controversy.** If your clinic has been funded for both ESL and controversy activities, complete both Part I and Part II of the form

**Reporting period.** Check all boxes that apply. LITCs are required to report on clinic activities twice during the grant cycle. The grant cycle is January 1 through December 31 for the year in which a grant award is received. An Interim Report is required for the period January 1, 2011 through June 30, 2011; the Year-End Report is required for the period of January 1 through December 31, 2011.

### Specific Instructions

#### Part I. ESL, Publicity, and Outreach Activities

**Report outreach activities based on the focus of the outreach.**

If the outreach is marketed for the ESL community and it includes information about controversy services, the outreach should be counted as an ESL outreach.

**Line 1.** Report on this line the number of outreach activities that may include community events such as fairs, forums, meetings, etc. to inform the public about clinic services. Clinic service information at these events can include, but is not limited to, public speaking, distribution of marketing materials, and face-to-face conversation.

**Line 1a.** Report on this line the number of ESL taxpayers who attended outreach activities.

**Line 2.** Educational workshops are conducted in a class-type or lecture setting. Examples could be community college classes, sessions at local community centers, or sessions at churches. Workshops can cover information such as: how to complete a Form W-4 for withholding, filing requirements, collection or examination issues, or how to locate trustworthy tax professionals.

**Line 2a.** Report on this line the number of ESL taxpayers who attended educational workshops.

**Line 3.** Report on this line the number of CPE or CLE sessions held to recruit *pro bono* panel members.

**Line 4.** Report on this line the number of direct contacts and one-on-one consultations. These typically follow an outreach event or educational workshop about taxpayer rights and responsibilities. Direct contacts or consultations are where the clinic provides specific information on the attendee's issue.

**Line 5.** List only the number of events, articles and advertisements on this line. Use the Program Narrative to provide additional information such as, the number of potential listeners, viewers and readers, as well as the frequency of the advertisements, programs, articles, and any other information about your publicity efforts.

**Line 6.** Report on this line the number of ESL taxpayers referred for controversy representation.

#### Return and Other Tax Form Preparation Activities

**Line 7.** Ancillary means directly related to or secondary to an ESL outreach or educational activity. Thus, tax return preparation for an ESL only clinic should be limited. Taxpayers that need current year tax return preparation should be referred to a VITA or TCE site. If the tax return preparation is connected to a controversy, it is not considered "ancillary" and should not be reported on this line; instead, it should be reported in Part II, line 11.

**Line 8.** Preparation of ITIN applications is limited to two contexts: (1) If preparation is necessary to resolve the taxpayer's controversy with the IRS, or (2) If preparation is ancillary to an educational activity of a taxpayer for whom English is a second language. Include on this line only the number of ITIN applications that fit into category (2). Category (1) should be reported in Part II, line 12.

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## Instructions for the 2011 Low Income Taxpayer Clinics Interim and Year-End Report Form

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### Part II. Controversy Activities

For the purposes of completing this form, a case means the clinic has entered into an agreement with the client for representation involving a controversy with the Internal Revenue Service (IRS). A case includes all issues for one taxpayer with whom the clinic enters into a *pro bono* or clinic representation agreement, or for whom the clinic obtains a Form 2848, Power of Attorney (POA) or other official authorization.

**Line 1.** Report on this line the number of cases that were worked in the previous year that remained open as of January 1. This would only be reported in column "i," during the Interim reporting period.

**Line 2.** Report on this line the number of new cases opened in the reporting period. A case is also considered new if the issue was closed in a prior reporting period and then reopened to provide additional assistance.

**Line 3.** The total number of open cases is the number of cases worked in the previous grant year that remained open as of January 1, 2011, plus, the number of new cases that were opened during the reporting period.

**Line 3a.** For information on the poverty guidelines, see Publication 3319, Section IV. LITC PROGRAM GRANT REQUIREMENTS.

**Line 3b.** The number on this line should equal line 36 on the Supplemental Issues Form (Form 13424-B).

**Line 3c.** Enter the number of cases where a petition has been filed in the U.S. Tax Court. This may include cases where the petition was filed prior to this reporting period but the clinic is still involved with the litigation during the reporting period.

**Line 3d.** Enter the number of refund suits filed in a U.S. District Court or the U.S. Court of Federal Claims. This may include cases where the complaint was filed prior to this reporting period but the clinic is still involved with the litigation during the reporting period.

**Line 3e.** Enter the number of bankruptcy cases where the clinic is assisting the client with a tax issue.

**Line 3f.** Enter the number of controversy cases opened for ESL taxpayers.

**Line 3g.** Include on this line the total number of cases where the clinic entered into a representation agreement and referred the case to a qualified *pro bono* representative to assist in resolution of the case.

**Line 3h.** Include on this line the total number of cases where the clinic entered into a representation agreement and referred the case to TAS for resolution of the case.

**Line 4.** A case is considered closed when the clinic is no longer in a representation agreement with the client. This includes cases that were opened with a representation agreement and then closed due to non-responsiveness.

**Line 5.** Consultations are where brief advice or guidance specific to the taxpayer's issue is given but no written representation agreement is entered into. This can occur either by telephone or in a face-to-face meeting. Do not include consultations that occurred in the U.S. Tax Court, a U.S. District Court, or the U.S. Court of Federal Claims; these will be included on lines 6 or 7.

**Line 6.** Enter on this line all consultations that occurred in the U.S. Tax Court. For the definition of consultation, see the instructions for line 5.

**Line 7.** Enter on this line all consultations that occurred in a U.S. District Court or the U.S. Court of Federal Claims. For the definition of consultation, see the instructions for line 5.

**Line 8.** Include on this line consultations where the client did not qualify for LITC services but was referred to an alternative professional representative to assist in resolution of the case.

**Line 9.** Controversy cases can sometimes involve a state tax matter that must be resolved to move the federal portion of the case to resolution.

**Line 10.** For reporting purposes, preparation of a joint return counts as two taxpayers assisted. If representation or referral is provided to only one spouse on a joint return, the number of taxpayers assisted should be reported as one.

**Line 10a.** Enter the number of taxpayers, from line 10, who attended a workshop and as a result became a controversy client.

### Return and Other Tax Form Preparation Activities

**Line 11.** This includes amended returns and prior year returns that the clinic prepared during this period. Taxpayers that need current year tax return preparation should be referred to a VITA or TCE site.

**Line 12.** Preparation of an ITIN application should only be counted when it is necessary to resolve the taxpayer's controversy with the IRS. This includes the taxpayer's application and any additional applications for dependents.

### Controversy Publicity, and Outreach Activities

Report outreach activities based on the focus of the outreach. If the outreach is marketed to discuss controversy services and a presentation is included about ESL community services, the outreach should be counted as controversy outreach.

**Line 13.** Outreach activity is when the clinic informs the public about clinic services by attending community events, meetings, etc.

**Line 14.** Enter the number of CPE or CLE sessions held to recruit *pro bono* panel members.

**Line 15.** Do not enter the number of potential listener/viewers; just report the number of actual events. The Program Narrative is where you would reflect the size of the potential listener/viewer audience.